

CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the January 4, 2005 Meeting

Members Present: Susan Bennett, Jim Gorman, Sharon Greene, Susan Happel, Dave Blossey, Neil Kajy, Paul Mecklenborg, Scott Oppmann, Gail Perrin, Patricia Pilchowski (Township Supervisor), Keith Rhodes (Chairman), Roscoe Smith

Members Absent: None

Staff Present: Jill Bahm (HDDA Director)

Visitors Present: Mike Aretha, Deb Bell, Bob Donohue, Sue Grissim, Russ Lewis and Paul Young.

Chairman Rhodes called the meeting to order at 5:34 p.m.

Swearing in of the new members: Ms. McDonell swore in the new members and those member's whose commission had expired, except for Susan Happel.

Approve Meeting Minutes of December 7, 2005: The Minutes of December 7, 2005 were not available for review; therefore it was postponed until February 1, 2006.

Financial Report: Mr. Rhodes reported that there is currently \$92,056.43 in assets.

Old Business:

Light Fixture Policy: Ms. Bahm reported that she has received quotes from Visco and Sun Valley and are part of this record. It appears to this point Sun Valley was the lower bid. She has found a third source but has not received their quote yet.

Sparks in the Park: Ms. Bahm reported that she has not received feedback but is attending discussions with the Highland Business Association.

Sewer Update: Ms. Pilchowski stated that there are businesses along Milford Road that have substantial sewer systems currently in place that may not be ready to invest in the sewers. She stated that the HDDA should be represented at the sewer meetings because sewer and water is so important to the HDDA.

Mr. Rhodes complemented Highland Live on their article regarding the sewer and how it relates to the HDDA. He stated there were only two comments resulting from that article and unfortunately both were negative. Ms. Bell stated the negative comments pertain to the fear of development. Mr. Rhodes noted that having a plan in place that is being implemented will allow Highland to control what is being built in Highland.

New Business:

Officer Elections: Mr. Rhodes stated he is interested in continuing as chairperson if no others members are interested. He also stated that Mr. Gorman agreed to be nominated for Vice-Chair and Mr. Blossey has agreed to be nominated for Secretary/Treasurer.

Motion was made by Happel to accept the slate as presented, Pilchowski seconded and the Motion carried 12 – 0.

2006 Budget Amendment: Mr. Rhodes reported that it was found necessary to increase the Director's hours from 30 to 32 hours a week, due to the requirements of Main Street Oakland County. The director's salary will remain the amount approved with the budget for 2006. It was also discovered that when the HDDA approved the budget for 2006, that payroll taxes on the director's salary were not included. He stated that that budget needs to be amended by \$3,825 to cover the HDDA's portion of the applicable payroll taxes.

A Motion was made by Happel to approve the Budget Amendment of \$3,825, Mecklenborg seconded.

Discussion on the Motion:

Mr. Gorman had concerns regarding the amendment request because a similar situation that took place in Milford with negative press. He stated he would like to review this further. Mr. Rhodes stated that this needs to be decided on tonight and the Milford issue was different circumstances. Discussion took place and it was decided that it will be voted on that evening. Mr. Gorman suggested and the board agreed to develop a more formal review process for the director to be implemented prior to the next budget review.

The motion carried with a roll call vote: Bennett - yes; Gorman - no; Greene – yes, Happel – yes; Blossey – yes; Kaji – yes Mecklenborg – yes; Oppmann – yes; Perrin – yes; Pilchowski – yes; Rhodes – yes and Smith – yes and the Motion carried 11-1.

Main Street Oakland County (MSOC): Mr. Bob Donohue the MSOC Coordinator and Mr. Russ Lewis the Principal Planner. Mr. Donohue distributed to the Board a document explaining the MSOC Mission, Management Structure, Four Point Approach and the Eight Principles. Also presented was an outline of Technical Assistance for MSOC communities. It was discussed for example that there are classes offered, design assistance, workshops, National Main Street Conference tuition and consultants provided.

Mr. Lewis elaborated on the Design Assistance Program stating it is to assist with building rehabilitation and with new construction. A brochure was distributed pertaining to this program. He also noted that he and some others from the HDDA will be visiting on Thursday, January 5, 2006 to tour Highland Station

Mr. Donohue also announced that there is a group coordinated through MSOC to travel to Mississippi to assist in Hurricane Katrina. He concluded that if anyone is interested to participate, contact him.

HDDA Mission and Vision Statements:

Ms. Bahm explained the difference between Mission and Vision Statements and those statements need to be created. Mr. Donohue suggested that the Organization Committee champion this.

Committee Reports:

Economic Restructuring Committee: Mr. Gorman reported that the committee had created a footprint showing all of the buildings and the lots in the Highland Station area. Then the group created a list of comparable businesses of what they feel would be beneficial.

Promotion Committee: Ms. Happel reported the group meets the first Monday of the month at 8:00 a.m. at It's a Grind.

Design Committee: Mr. Mecklenborg stated that the Design Committee meets the first Wednesday of each month at his office – Century 21 Meck on Highland Rd. at 7 p.m.

Organization Committee: Mr. Oppmann reported that the Organization Committee will meet at 4 p.m. on the first Wednesday of the month at Magnetic Products on Town Center Dr.

Ms. Bahm stated it may be beneficial to participate in Huron Valley Business Expo and possibly do a presentation.

A motion by Pilchowski was made to participate in the Highland Business Association Expo, seconded by Oppmann and the motion carried 12-0.

The Huron Valley Chamber of Commerce annual membership dues and benefits was discussed and it was decided it would be beneficial to join this organization.

A motion by Pilchowski was made to join the Huron Valley Chamber at \$75 a year, seconded by Smith and the motion carried 12-0.

Community Reports: None

Development District Reviews: Ms. Bahm stated it was discussed at the Planning Commission in December that for new Highland Station developments, site plans will go to the HDDA for an initial review, then to the Planning Commission for preliminary approval, back to the HDDA for final review and to the Planning Commission for final site plan approval. The time line of this policy was a concern not wanting to double an applicant's review process.

Adjournment: Motion by Happel, seconded by Blossey, to adjourn the meeting at 7:11 p.m. Motion carried 12 –0.